

**Frequently Asked Questions  
For May 11 and May 13, 2004**

**Learn and Serve School Base Technical Session on May 11, 2004**

**Q: Will this grant conflict with our Vista grant?**

A: No. As a matter of fact, it would be good to have coordination between corporation sponsored programs (AmeriCorps, Vista, and Senior Corps).

**Q: What about a program where high school participants tutor elementary school students as a part of a service-learning project?**

A: Your example is a great example of the type of youth led projects that are usually associated with service-learning. We encourage programs to identify needs in their community and find creative ways to address them.

**Q: Would a high school partnering with an elementary school meet the threshold of the community partnership that is required in the RFA?**

A: Yes.

**Q: Would a DC Public School (DCPS) qualify as a nonprofit organization?**

A: Yes.

**Q: What do you mean by community mapping? Does that literally mean mapping your neighborhood or does that refer more to asset mapping?**

A: Both. There is room in the RFA to interpret mapping both ways. Applicants can literally map a need or issue or research how a certain issue relates to the community you intend to serve.

**Q: How does it work if the school, not the youth, has identified the community need?**

A: We suggest that the students expand on the idea proposed and tailor it according to the need identified in the community.

**Q: Are the objectives (performance measures) found in the RFA packet the ones we are to use in our projects?**

A: The performance measures found in the RFA packet are performance measures were established to monitor programs' progress toward accomplishing our overall objectives. The numbers in the documents must be accomplished collectively among all sub-grantees. Applicants are asked to customize the objectives to fit their own project activities.

**Q: Have the dates for the 3-day-training been set?**

A: The dates for the training have not been set as of this meeting, but the dates will be set once we are finished running the competition. They will be identified with input from all sub-grantees.

**Q: Are you funded at the same level or does the funding change over the duration of the grant?**

A: If you are funded, your approved budget will be for one year. If progress toward objectives is positive and funding continues to be available, sub-grantees are eligible to continue for the three year cycle of the grant. The approved budget will continue to be based on the first year budget. Slight modifications may be approved but significant increases will not be available.

**Q: If the grant is up to \$12,000, will we need to match up to \$9,000?**

A: Projects should focus on the amount they need to fund their project. The grant funds requested may not exceed \$12,000. Sub-grantees are required to match at least 10% of the overall cost of the project. Also refer to the match requirements found in the RFA.

**Q: Is it considered supplanting if we are seeking funding for a project we already offer?**

A: No, not if you are using the funding to continue, expand or enhance a successful project.

**Q: Is it a problem if we do not work with the elementary school after school hours, but only during our regular school hours?**

A: No. the funds must be used primarily for activities taking place during the school day. If your project also continues the activities after-school or on weekends, as long as it is a small part and connected to the major project during the day, then it is appropriate.

**Q: How often do you run a Learn and Serve School Base competition?**

A: We run grant competition when funding is available. We may open this competition up again next year if there is available funding; otherwise we are looking to grant the majority of our funds this competition. Programs awarded grants this competition will not have to compete next year. They will simply need to complete a continuation request to demonstrate that they are making progress toward their objectives. The grant runs on a three year cycle. If another cycle is available it would begin in 2007.

**Q: Is the match 10/ 20/ 30% each year?**

A: Yes. Sub-grantees are required to match 10% the first year, 20% the second year, and 30% the third year.

**Q: Could funds from the DCPS be used as match?**

A: Yes, the match could include funds from DCPS as long as they don't come from other Corporation for National and Community Service (CNCS) funds.

**Q: Will the new Learn and Serve electronic reporting system is able to upload other software programs such as excel and word?**

A: We don't know at this time. The system (LASSIE) was just released recently and we haven't received the details on exactly how it will function.

**Q: Are the monitoring visits and compliance visits similar to those conducted by DCPS?**

A: We monitor sub-grantees for grant compliance and progress toward their approved objectives. We are also collecting more qualitative data rather than quantitative data.

**Q: Are there additional federal forms that need to be filled out?**

A: All the necessary forms are found in your RFA packet.

**Q: Are we required to use an outside evaluation consultant?**

A: No.

**Q: Can the money be spent on a teacher's salary?**

A: Yes. Funds may be used to cover part of a teacher's salary or provide stipends.

**Q: Where will the National Conference be?**

A: The National Service Learning Conference will be held in Long Beach, California, in March 2005. You are required to use grant travel funds to assist in the total travel costs to this conference (or another of equal significance) for your designated Project Coordinator.

**Q: Only 10% of the award can be spent on planning and how will that be monitored?**

A: Yes this ensures that 90% of the funds are spent on the actual project activities and not just planning for the activities. Section I of the budget limits your request for funds for planning categories to 10%.

**Q: Does the RFA come in any other forms aside from PDF?**

A: If you request it directly, we can email you the RFA in MS Word format.

### **Learn and Serve School Base Technical Session on May 13, 2004**

**Q: Does the grant have to connect with every disciplines or curriculums in the school?**

A: No. However, it must be tied to at least one.

**Q: What is the criteria to be the fiscal agent for this grant?**

A: The legal applicant and fiscal agent must be a DC public, charter, private or independent school.

**Q: If we were to develop a draft could we get one of the commission staff to review it before it was submitted for competition?**

A: No. We encourage you to share your draft with your own colleagues; however Serve DC staff may not and cannot assist you in reviewing it.

**Q: Where is the national service-learning conference being held in 2005?**

A: Long Beach, California in March 2005. You are asked to use your travel funds provided in the grant for travel costs to this conference or another conference of equal significance to service-learning.